



Alaska Air National Guard Active Guard Reserve (AGR) Position Announcement # **AKANG 14-108**



<http://dmva.alaska.gov/employment.htm>

POSITION TITLE: **Assignment effective NO sooner than 1 JANUARY 2015 ** Material Management Craftsman	AFSC: 2S071	OPEN DATE: 9 SEPTEMBER 2014	CLOSE DATE: 23 SEPTEMBER 2014
UNIT OF ACTIVITY/DUTY LOCATION: 176th Logistics Readiness Squadron, Joint Base Elmendorf Richardson, AK		GRADE REQUIREMENT: Minimum: E5 Maximum: E7	
SELECTING SUPERVISOR: CMSgt McAleavy	VACANCY 0960172	PHYSICAL PROFILE: PULHES – 333333	

AREAS OF CONSIDERATION

- Area 1** On Board AKANG AGR (**MUST HOLD ADVERTISED AFSC**)
Area 2 Alaska Air National Guard members (**MUST HOLD ADVERTISED AFSC**)
Area 3 Nationwide (Military members eligible for membership in the AKANG **MUST HOLD ADVERTISED AFSC**)
All applicants MUST meet the grade requirement and physical/medical requirements outlined

MAJOR DUTIES MAY INCLUDE

- Direct materiel management activities involved in developing, operating, implementing and analyzing manual and automated integrated logistics systems
- Manage item and monetary accounting, inventory control, financial planning and warehousing functions
- Provide materiel management expertise as related to Standard Base Supply System (SBSS) process, accountable officer, responsible officer, and responsible person obligations
- Manage materiel management activities and systems involved in requirements determination, inventory control, and receipt, storage and issues of supplies and equipment
- Compute requirement, determine allowance, and research and identify materiel requirements
- Perform operations involved in storage inspection, identification and receipt of property
- Perform inventories and ensures timely correction of discrepancies
- Inspect and evaluate inventory management activities
- Inspect and identifies property. Determine condition of property received. Perform shelf-life inspections of stock
- Develop methods and improves procedures for storing property
- Plan use of storage facilities. Receipt, store, issue, ship and transfers property
- Control issue of classified, sensitive, pilferable and controlled items
- Coordinate with maintenance activities on repairable component actions
- Control and issue bench stock property
- Obtain material required for equipment modification, periodic component exchange and bills of material in support of maintenance
- Account for all items contained in mobility readiness spares packages
- Provide materiel management expertise to combat support, enabler organizations and responsible officers for the proper accounting and control of specified classes of supply
- Review and validate requirements. When required, initiate follow-up actions on materiel requirements
- Coordinate equipment transfer and deployment actions with the accountable officer
- Plan and schedule materiel storage and distribution activities
- Process information retrievals using supply system databases
- Manage materiel management related systems and hardware
- Perform operator maintenance on materiel management related systems and hardware
- Apply system security policy and procedures to prevent unauthorized changes to information
- Distribute supply computer products
- Act as a subject matter expert to the commander on the operation of materiel management systems and operations
- Monitor Defense Data Network traffic through use of the Supply Interface System
- Ensure database integrity and makes necessary corrections
- Control and operates the Remote Processing Station (RPS) and remote terminal hardware under the SBSS
- Monitor systems processing and corrects processing errors
- Monitor supply Defense Data Network traffic through use of the Supply Interface System and takes corrective action
- Maintain liaison with the Standard Systems Group, MAJCOMs and the servicing Defense Megacenters, to identify and correct problems
- Develop database retrieval scripts for materiel management support analyses
- Operate motor vehicles and assorted materiel handling equipment
- Serve as the primary Client Service Technician (CST) for Logistics Readiness Squadron
- Monitor the use and location of all computer systems
- Monitor computer installation and use; analyze effectiveness; and make recommendation for corrections and improvements
- Perform additional duties as assigned

INITIAL ELIGIBILITY CRITERIA

- SECURITY CLEARANCE – **Secret (eligible to obtain)**
 - APTITUDE REQUIREMENT – Administrative – 41 **OR** General – 44
 - STRENGTH APTITUDE - Demonstrated by Weight Lift of 60 lbs
 - Upon selection, approval of Exceptional Family Member Program is Required for members with dependants
- *See page 3 for Preferred Qualifications and All Required Documents for Considerations***

!!! IMPORTANT NOTICE!!!

Applications will be screened AFTER the job closing date, not prior. Please review your application for accuracy prior to and compliance prior to submission to JFHQ-AK/HRO.

**** SUBMIT YOUR PACKAGE AS EARLY AS POSSIBLE, DON'T WAIT UNTIL THE CLOSE DATE TO SUBMIT****

Application packages will not be accepted after the advertised Close Date.

It is extremely important to follow the application instructions contained in the job announcement.

IMPORTANT NOTES:

Due to the volume of application packages received, packages received within 4 duty days of the close date listed on the announcement will be reviewed for qualification / disqualification only. Any missing requirements will result in disqualification. Submittal of any missing requirements after the close date will NOT be accepted. Questions pertaining to application requirements should be referred to JFHQ-AK/HRO. Only JFHQ-AK/HRO will determine qualification/disqualification.

Pen/ink changes to any source document, i.e. Report on Individual Personnel (RIP), Evaluations could result in disapproval.

It is the applicant's responsibility to ensure the submitted MPF Personnel RIP is in order prior to application submittal. This includes but not limited to, verifying Duty History, AFSC, Service Dates and ensuring overdue TDY codes are cleared.

APPLICATION REMINDERS:

All applications must be typed or printed in legible dark ink and must be signed and dated with original signature. **Applications received with an unsigned NGB 34-1 will not be forwarded for consideration.** Applications must be complete upon initial receipt, in 1 single PDF package with **NO** blank pages emailed to AKNG-Apply@mail.mil, please refer to FAQs below to assist further.

Safe Access File Exchange (SAFE) is designed to provide [AMRDEC](https://safe.amrdec.army.mil) and its customers an alternative way to send files other than email. SAFE supports file sizes up to **2GB**. (<https://safe.amrdec.army.mil>)

Alaska National Guard Human Resources Office will notify candidates whose application is not complete and/or disqualified via the email address provided on the resume.

FREQUENTLY ASKED QUESTIONS (FAQ):

Q: How do I create one PDF file when some documents have electronic signatures?

A: Print all documents and scan as one document. Ensure that blank pages are no included in final PDF prior to sending to application.

Q: If I feel I am qualified for a vacancy, but do not have all required criteria in the advertisement, will I be considered for the position?

A: No. HRO contains criteria and application procedures unique to a specific position. Criteria vary with each advertised position; however, all positions require eligibility for AKANG membership, certain experience and grade requirements. Do not submit a package unless all requirements are met.

Q: If I want to apply for more than one position, can I send one package for all?

A: No. Separate packages are required for each position.

Q: What does "Immediately promotable" mean?

A: Immediately promotable means that all requirements; Current Rank, Time in Grade, Time in Service, PME, etc. have been completed for advancement to the next higher grade. Refer to ANGI 36-2502 for Airman, ANGI 36-2504 for officers.

Q: May I find out who or how many others applied for the position?

A: No. We will not release any information on any applicant.

Q: How do I pull my vMPF RIP?

A: Log into the AF Portal. Select "virtual MPF" under Top Links (left hand side of home page). Click on "Record Review/Update" (lower left corner). Click on "View/Print All Pages".

Q: Do I need to submit an AF Form 422 with PULHES?

A: Yes. An AF Form 422 must be submitted with ALL applications. If an AF Form 422 is not available for some reason, a World Wide Duty Statement can be in replacement of your AF Form 422.

Q: How will I be notified if I am selected?

A: Official notifications will be made from the selecting supervisor. All notifications are accomplished via email or telephone to the addresses or phone numbers you provided. Do not take any action that will obligate you or the government on the assumption that you will be selected. This includes selling your home, quitting your job, etc. You are not considered "hired" until you have published orders in hand.

Q: How long would my AGR tour be?

A: As appropriate, members will be advised of the tour length when/if selected for a position prior to acceptance.

PREFERRED QUALIFICATIONS

- Knowledge is mandatory of basic mathematics, supply policies and procedures, Air Force property accounting, stock and inventory control, accountability and responsibility, principles of property accounting through manual or automated data processing (ADP), storage methods, warehouse control (receipt, issue, and disposal), materiel handling techniques, methods of preparing and maintaining supply records, manual and automated supply accounting systems, logistics principles and interactions (supply, maintenance, transportation, and procurement), hazardous material and waste procedures, and deployment or contingency operations
- Experience in preparing and maintaining documentation and records associated with materiel management
- Experience in supervising storage facilities, analyzing trends in stockage policy and customer support, and operating contingency processing functions

INSTRUCTIONS FOR APPLICANTS

Applicants must not be entitled to receive Federal military retired or retainer pay or Federal civil service annuities and not be eligible for immediate Federal civil service annuities	Individuals who have been separated from other military services for cause, unsuitability, or unfitness for military service are not eligible to enter the AGR program	IAW ANGI 36-101 "Initial tours may not exceed 6 years..." AGR tours may not extend beyond an Enlisted member's ETS or an Officer's MSD
Airmen must meet the minimum requirements for each fitness component in addition to scoring an overall composite of 75 or higher for entry into the AGR program. For members with a documented Duty Limitation Code (DLC) which prohibits them from performing one or more components of the Fitness Assessment, an overall "Pass" rating is required	Individuals selected for AGR tours must meet the Preventative Health Assessment (PHA)/physical qualifications outlined in AFI 48-123, Medical Examination and Standards. They must also be current in all Individual Medical Readiness (IMR) requirements to include immunizations. RCPHA/PHA and dental must be conducted not more than 12 months prior to entry on AGR duty and an HIV test must be completed not more than six months prior to the start date of the AGR tour. Individuals transferring from Title 10 (Regular Air Force or Reserve Component Title 10 Statutory Tour) are not required to have a new physical unless the previous physical is over 12 months old at time of entry into AGR status	An applicant's military grade cannot exceed the maximum military authorized grade on the UMD for the AGR position. Enlisted Airmen who are voluntarily assigned to a position which would cause an overgrade must indicate in writing a willingness to be administratively reduced in grade in accordance with ANGI 36-2503, Administrative Demotion of Airmen, when assigned to the position. Acceptance of demotion must be in writing and included in the assignment application package. <u>Application Package will not be forwarded without statement</u>
AGRs must have 12 months in assigned position or will not be considered for reassignment. <i>IAW ANGI 36-101. Airmen should remain in the position to which initially assigned for a minimum of 24 months. TAG may waive this requirement when in the best interest of the unit, State, or Air National Guard.</i>		
ANGI 36-101 "applicant must be able to complete 20 years of active federal service prior to MSD for officers and age 60 for enlisted members. Exceptions may be considered...."	If a selectee does not possess the advertised AFSC, he/she must complete the required training/assignment criteria within 12 months of being assigned to the position. Failure to do so may result in immediate termination. Extension past 12-months will only be considered if the delay is through no fault of the selectee	Any further questions regarding the AGR program may be answered in ANGI 36-101

APPLICATION PROCEDURES

Interested applicants who meet the eligibility criteria listed in this announcement may apply by submitting the below listed documents to AKNG-Apply@mail.mil. Hard copy applications will **NOT** be accepted. All applications must be typed or printed in legible dark ink and must be signed and dated. **Applications received with an unsigned NGB 34-1 will not be forwarded for consideration.** Applicants may include copies of training certificates or any documentation that may be applicable to the position they are applying for. **Per ANGI 36-101, the application package must include at minimum the signed NGB 34-1, current Report of Individual Person (RIP), and current Report of Individual Fitness.** *Items 1-9 are required by the Human Resource Office to determine initial qualifications.* If the required documents are not submitted, a letter of explanation must be included. **Incomplete packages will not be considered for the position vacancy.**

1. NGB Form 34-1 (Application Form for Active Guard/Reserve (AGR) Position **dated 20131111** (Available on <http://dmva.alaska.gov/employment.htm>)
2. CURRENT Records Review RIP (available on vMPF (<http://www.afpc.randolph.af.mil/vs>))
3. CURRENT PASSING Report of Individual Fitness (from Air Force Fitness Management Systems (AFFMS))
4. CURRENT AF Form 422 Notification of Air Force Member's Qualification Status (from clinic within 6 months)
5. CURRENT AGR/Mobility/ADSW Orders (If applicable)
6. Last 3 Enlisted Performance Evaluations (If applicable)
7. Cover Letter & Resume (OPTIONAL)
8. Statement confirming applicant meets All Initial Eligibility Requirements (Available on <http://dmva.alaska.gov/employment.htm>)
9. Signed Statement of Administrative demotion (If applicable) (Available on <http://dmva.alaska.gov/employment.htm>)
10. Letters of Recommendation will be accepted

EMAILING REQUIREMENTS:

Ensure all requirements are consolidated into **ONE** single PDF file with **NO** blank pages.

PDF File Name should be: (Position Announcement Number) Last name, First name, Grade (Example: **ANG 14-108 Doe, Jane E1**)

Email Subject should be: (Position Announcement Number) (Example: **ANG 14-108**)

Email Application Package to AKNG-Apply@mail.mil

QUESTIONS:

To verify receipt of application, you may call 907-428-6452 (DSN 317-384-4452)

REMARKS

Federal law prohibits the use of government postage for submission of applications.

THE ALASKA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

All applicants will be protected under Title VI of the Civil Rights Act of 1964. Eligible applicants will be considered without regard to race, age, religion, marital status, national origin, political affiliation or any other non-merit factor. Due to restrictions in assignment to certain units and AFSC/MOS some positions may have gender restrictions.